

SAKS COMMUNITY CENTER

20 Hess Drive
Anniston, Alabama 36206
Office Phone: (256) 241-2777
Email: kelkins@calhouncounty.org
Emergency Phone: (256) 310-2891

RENTAL INFORMATION

Rental Request Date(s): _____
Rental Time: _____
(The set-up, event, and clean-up must be done in this rented time.)
Type of Event: _____
Estimated Number of Guests: _____

RENTER INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____

RENTAL FEES

Special rates may apply for approved organizations, including recurring monthly meetings.

- \$150 – Up to 6 hours
- \$250 – All Day (9:00 a.m. – 11:00 p.m.)
- \$150 – Extra Day
- \$100 – Refundable** Security Deposit (required for all rentals)

Total Due: _____ **Paid at Booking:** _____
All balances must be paid in full at least two (2) weeks prior to the rental date.

Remaining Balance: _____ **Due By:** _____

****Security Deposit Refund:** To receive a refund, all Rules and Regulations must be followed and a Refund Request Form completed. The facility key must be returned before processing. Upon approval, a refund check will be mailed to the address on file. Please allow up to ten (10) days for processing. Cancellations made less than fourteen (14) days prior to the event will result in forfeiture of the \$100.00 security deposit.

Keys must be picked up and returned at the Calhoun County Commission Office on the business day prior to rental and returned on the business day following rental.
Calhoun County Commission office hours: Monday–Friday, 8:00 a.m.–4:00 p.m.

Key Pickup Date: _____

PAYMENT INFORMATION (WE DO NOT ACCEPT CASH)

Accepted Payment Methods: Check, Money Order, or Credit/Debit Card *(3.5% service fee applies)*
Make Checks or Money Orders Payable To: **Calhoun County Commission**

ACKNOWLEDGMENT

I acknowledge that I have read and understand this Rental Agreement and agree to comply with all provisions. I accept responsibility for ensuring my guests comply with all rules.

Renter Signature: _____ Date: _____

Calhoun County Representative: _____ Date: _____

SAKS COMMUNITY CENTER
RULES, REGULATIONS & INVENTORY

RULES AND REGULATIONS

1. **No tobacco use or alcoholic beverages are allowed.**
2. **No firearms allowed.**
3. Thermostat must remain between **68°F and 78°F**. Keep doors closed to ensure proper heating/cooling.
4. **No tape, pins, or nails may be used in the building.**
5. **Absolutely NO confetti, NO glitter, and NO Orbeez beads allowed.**
6. A designated person in charge must always be present.
7. Groups of **75 or more** must have a security guard present.
8. Entertainment sound must not disturb neighbors and must end by **10:30 p.m.**
9. **TVs and electronics are to be operated by adults only.**
10. Furniture must be lifted to move, do not slide furniture.
11. **Do not move piano.**
12. **Do not pour grease or cooking by-products down kitchen drains.**
13. County is not responsible for blocking or roping off park areas.

BEFORE LEAVING, THE FOLLOWING MUST BE COMPLETED:

13. a. Building must be cleaned:(supplies located in kitchen closet)
 - b. Stove and microwave cleaned.
 - c. All garbage bagged and disposed of in the dumpster.
 - d. Floors swept and mopped.
14. Check bathrooms to ensure all toilets are flushed.
15. Doors must be closed and locked before leaving.
16. Everyone must depart by the end of the rental time.
17. **Chairs and tables must be returned to the storage closet before you leave.**

IMPORTANT NOTICE

The County reserves the right to cancel events with or without notice if information provided by the renter is false or violates County policy. The Calhoun County Commission and/or Saks Community Center assumes no liability for injury or damage of any kind occurring on this property.

RENTER AGREEMENT

I have read and agree to all Rules and Regulations listed above.

Renter Signature: _____ Date: _____

INVENTORY LIST

- 139 – banquet style chairs
- 14 – 60 in. round tables
- 3 – 36”x72” tables
- Kitchen includes: Refrigerator, food warmer, microwave oven, large food prep area

**Any damage to equipment is the responsibility of the renter.*

Renter Acknowledgment: _____ Date: _____